

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Electrical Assistant	<u>Revision Date:</u>	12/07
			<u>EEO Category:</u>	Skilled Craft Worker
			<u>EEO Function:</u>	Utilities & Trans.
			<u>Status:</u>	Non-exempt
			<u>Control No:</u>	30518

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of the Assistant Operations Manager, assists in the installation, maintenance, trouble shooting and repair of street lights and miscellaneous electronic and electrical equipment throughout the City.

III. Essential Duties:

- Assist in the installation, maintenance, troubleshooting and repair of electrical, electronic and mechanical equipment.
- Drive and operate light to medium equipment and vehicles.
- Provide assistance and information to others.
- Operate a computer and keep records.
- Respond to calls after regular working hours.
- Assist in the selection and up-grading of equipment.
- Assist in the installation of electrical apparatus', run conduit and make necessary repairs.
- Perform inspections.

IV. Marginal Duties:

- Respond to public inquiries, complaints and requests.
- Complete work orders and various other records pertaining to work activities.
- Perform other duties as assigned.

V. Qualifications:

**Education:** High School Diploma or equivalent required.

**Experience:** Two years of experience in electricity and electrical circuitry; may substitute education for experience on a year for year basis.

**Certifications/Licenses:** Must be able to certify on the operation and maintenance of 30 to 50 feet bucket trucks; must possess a valid Utah Driver's License.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Knowledge of general electrical and lighting systems, back-up power systems, confined space requirements and other related OSHA regulations. Knowledge of current electrical codes preferred.

**Responsibility for:** Moderate responsibility for the care, condition and use of materials, equipment and tools.

**Communication Skills:** Work closely with department supervisors, electronic specialist, engineers, contractors and operations personnel.

**Tool, Machine, Equipment Operation:** Operate light to medium vehicles; operate and maintain manual and power hand tools.

**Analytical Ability:** Ability to resolve problems dealing with the instrumentation and controls throughout the water system, pumping facilities and street light system; use discretion within established guidelines to identify and resolve problems.

VI. Working Conditions:

*Physical Demands:* Lift, on an occasional basis, supplies, tools, and equipment weighing as much as 50 pounds; climb in and out of trenches and confined spaces.

*Work Environment:* Regular exposure to unpleasant or hazardous working conditions caused by exposure to noise, dust, traffic, heights, high voltage equipment, and outdoor work in all types of weather. Respond to trouble calls on a 24-hour basis.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_